

SURVEILLANCE DETECTION COORDINATOR, FSN-6; FP-8

ANNOUNCEMENT NUMBER: 04-261

OPEN TO: All interested candidates

POSITION: Surveillance Detection Coordinator, FSN-6; FP-8

LOCATION: Durban

OPENING DATE: November 23, 2004

CLOSING DATE: December 7, 2004

WORK HOURS: Full Time; 40 hours/week

SALARY: *EFM/MOH/OR/NOR
(Position Grade: FSN-6; FP-8)

*Ordinarily Resident: R 89,770 per annum, plus benefits

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT HAS NOT HAD DIRECTLY RELEVANT EXPERIENCE, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. APPLICANTS NOT CONTACTED WITH 30 DAYS SHOULD CONSIDER THE APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED IN WRITING OF THE RESULTS OF THE INTERVIEW.

The U.S. Consulate in Durban is seeking a Surveillance Detection Coordinator.

BASIC FUNCTION OF POSITION

The incumbent assists the Regional Security Officer/Post Security Officer in the day-to-day overall operational management of the surveillance detection (SD) team and program.

A copy of the complete position description listing all duties and responsibilities is available in the Consulate Office. Contact Simone Christmas at (031) 305-7600.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion with specific and comprehensive information supporting each criteria. CVs which do not address all requirements will not be considered.

1. Completion of Secondary school (Grade 12) is required.
2. Two years of military, police, or private security experience is required, with one year prior supervisory experience required.
3. Level III English with proficiency in at least one local language.
4. Position requires a thorough knowledge of surveillance techniques, familiarity with normal traffic patterns, pedestrian behavior, Embassy facilities and travel routes. Knowledge of South African law enforcement is required.
5. Must possess a valid South African Drivers license. Ability to manage the work of others in a team environment is required. Program management skills and organizational ability is a must. Ability to write clear and concise reports in English is essential. Excellent computer skills are required to develop and maintain a variety of databases. Proficiency in Microsoft Word, Excel, and PowerPoint is required.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position should submit the following:

1. Application for Federal Employment SF-171 for Americans and OF-174 or current resume addressing all requirements for South Africans.
2. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Simone Christmas
Administrative Assistant
American Consulate Durban
31st Floor, Old Mutual Center
303 West Street
Durban

POINT OF CONTACT FOR INFORMATION

Simone Christmas
Telephone: (031) 305-7600
Fax: (031) 305-7608

DEFINITIONS

1. Appointment Eligible Family Member (EFM): U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

CLOSING DATE FOR THE POSITION: December 7, 2004

Approved: HRO:M.Sterenber
ADM:E.Hinson
Cleared: HRMS:L.Jordaan
DBN:J.Neitzke

DRAFTED:S.Tlhaabye